CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR - PLATA)



PHARMACY SERVICES MANAGER (CORRECTIONAL FACILITY)

SY45/7996 - Exam Code: 9RC64

OPEN – SPOT CONTINUOUS TESTING

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

EXAMINATION BASE	Departmental Open Spot Examination for: CALIFORNIA MEDICAL FACILITY IN VACAVILLE		
WHO CAN APPLY	Applicants who meet the minimum qualifications as stated <u>and</u> who <u>have not</u> previously tested for the Pharmacy Services Manger (CF) exam with the CPHCS within the last 12 months may apply for the examination as indicated below. Applications will not be accepted on a promotional basis.		
HOW TO APPLY	Submit Examination Application (Std. Form 678)		
	By mail:	or	In person:
	California Prison Health Care Services (CDCR - Plata) Selection Services Section P.O. Box 4038, Suite 350 Sacramento, CA 95812-4038 (916) 445-1086		California Prison Health Care Services (CDCR - Plata) Selection Services Section 501 J Street, Suite 350 Sacramento, CA 95814 (916) 445-1086
	If you are personally delivering your application, you must do so between the hours of 8:00 a.m. an 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Service Section.		
	Note: Only Applications with an original signature will be accepted.		
	DO NOT SUBMIT APPLICATION	ONS TO	THE STATE PERSONNEL BOARD
APPLICATION DEADLINE/ TESTING PERIOD	Applications will be accepted and processed continuously. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application. The testing period for this examination is 12 months. You may file and take the examination at any time. Once you have taken the examination, you may not re-test for 12 months.		
SALARY RANGE(S)	As of December 2008 \$10,170 - \$10,679 per month. This salary range applies to Pharmacy Services Manager, CF appointed to all adult institutions.		
BENEFITS	 Deferred Compensation Plans (Savings pool, 401k and 457 plan) \$100 monthly Bilingual Differential Pay 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver) 75% Reimbursement of Public Transit Passes, \$65 maximum per month Flexible work hours (Management discretion) Pre-tax parking (Where applicable) Fourteen (14) paid holidays Generous paid vacation/sick leave or annual leave Jury duty/military/bereavement leave Health, Dental, Vision Care Plans (Rural Health Care Equity Program for areas without HMOs) Pre-retirement death benefit Dependent Care Program Long Term Insurance (CalPERS) Home Loan Program (CalPERS) Legal Services Reimbursement of License Renewal Fees (Actual Cost) 		

SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.		
MINIMUM QUALIFICATIONS	Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", or "II", or "III", etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.		
	Certificate: Possession of a valid certificate of registration as a licentiate in pharmacy issued by the California Board of Pharmacy.		
	AND		
	Either I		
	One year of experience performing the duties of a Pharmacist II in the California state service.		
	Or II		
	Two years of experience performing the duties of a Pharmacist I in the California state service.		
	Or III		
	Three years of experience supervising the operation of a hospital pharmacy.		
	SPECIAL PERSONAL CHARACTERISTICS: Willingness to work in a State institution; freedom from communicable disease; willingness to travel within a geographical area.		
	Applicants must show their Certificate number, title, and expiration date on their Examination Application (Std. Form 678).		
EXAMINATION PLAN	This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WIL BE DISQUALIFIED.		
	Qualifications Appraisal Interview - Weighted 100%		
	Scope: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the interview will be on measuring competitively, relative to job demands, each competitor's:		
	 A. Knowledge of: All licensing and accreditation standards as they relate to pharmaceutical services in State Institutions. Hospital pharmacy and general hospital operation. Newer pharmaceutical technologies, such as computer systems. Several drug distribution systems to include unit dose, individual prescription, floor stock and modifications of such. Laws pertaining to dispensing and use of narcotics and poisons. Patient-oriented services. Budgeting and inventory processes. Methods used in evaluating pharmacy effectiveness and efficiency. Principles of effective supervision. The Department's equal employment opportunity program objectives. A manager's role in the equal opportunity program and the processes available to meet equal employment opportunity objectives 		

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EXAMINATION PLAN CONTINUED	B. Ability to: 1. Manage and be responsible for administering a central pharmacy. 2. Provide leadership and functional direction to other pharmacists. 3. Monitor for proper utilization of pharmaceuticals. 4. Develop and direct clinical pharmacy services. 5. Direct procurement of safe and effective pharmaceuticals. 6. Coordinate the administration of the pharmacy budgets. 7. Supervise and instruct others in pharmaceutical work. 8. Keep records and prepare reports. 9. Analyze situations accurately and take effective action 10. Effectively contribute to the Department's equal employment opportunity objectives. If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.	
ELIGIBLE LIST INFORMATION	The resulting eligible list(s) will be established to fill vacancies at the California Medical Facility in Vacaville with California Prison Health Care Services. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and/or conditions of the list warrant a change in this period.	
POSITION DESCRIPTION AND LOCATION(S)	Under the supervision of the system-wide Director of Pharmacy, the Pharmacist Services Manager administers and manages the pharmacy services, supervises the pharmacy and staff work of professional and ancillary pharmacy staff, and performs other related duties as required for multiple pharmacies or facilities with large comprehensive pharmacy services. A position exists with California Medical Facility in Vacaville.	
VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.	

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PHARMACY SERVICES MANAGER (CORRECTIONAL FACILITY) SY45/7996/9RC64 EXAMINATION INFORMATION CONTINUED

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GENERAL INFORMATION

It is the candidate's responsibility to contact the California Prison Health Care Services, Selection Services Section at (916) 445-1086, three weeks after mailing his/her application if he/she has not received a progress notice.

Applications are available at the State Personnel Board or their website at spb.ca.gov, local offices of the Employment Development Department, and the California Prison Health Care Services (CDCR-Plata) as noted on the front of this bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Prison Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated in this bulletin.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records, personal history, and fingerprinting may be required.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CALIFORNIA PRISON HEALTH CARE SERVICES TESTING INFORMATION CALL (916) 445-1086
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cphcs.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

JB (04/08/09)